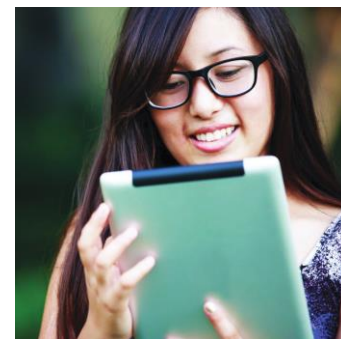




How-to Guide

Help Students Read
with their Own Bookshare Login and
Bookshare Web Reader



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Help Students Read with their Own Login and Bookshare Web Reader

Students can independently read books assigned by teachers using Bookshare Web Reader. Follow these steps to help your members read quickly and easily!

Step 1 - Set up your Student's Login:

- 1) Log in and go to "My Bookshare."
- 2) Go to "Members" under "My Bookshare."
- 3) Select a student with an organizational membership and select their last name to edit.

The screenshot shows the Bookshare website's 'My Bookshare' page. At the top, there's a search bar and navigation links like 'My Account' and 'Log out'. Below the search bar, there are tabs for 'Is Bookshare For Me?', 'Get Started', 'Get Involved', 'Help Center', and 'My Bookshare'. The 'My Bookshare' dropdown menu is open, showing options like 'My History', 'My Reading Lists', 'Members' (circled in red), 'Sponsors', 'Organization Info', 'My Requests', and 'Download Reading Tools'. On the left, there's a sidebar with links to 'My History', 'My Reading Lists', 'Members', 'Sponsors', 'Organization Info', 'My Requests', 'Download Reading Tools', and 'My Account'. The main content area has a 'Welcome External Organization Demo' message and a list of links for learning more about Bookshare.

The screenshot shows the 'Manage Members' page. It includes a description: 'Members are students or clients from your organization that have a qualifying print disability.' Below this, there are filters for 'Show by', 'District', 'School', 'List', and a 'Filter' button. A 'Search' button is also present. A message states '5 Organizational Members registered'. Below this is a table with columns: First Name, Last Name, District + School, Grade, Quicklist, Birth Date, Membership, Qualifying Disability, and Plan. The table contains five rows of member data. The 'Demo' last name in the third row is circled in red. At the bottom, there are buttons for 'Add a Member', 'Add Individual Membership', 'Increment Grade Level', 'Add to Quicklist', and 'Remove Member'. There is also a section for 'Add to Reading List' with a dropdown menu showing '12th Grade Lit' and an 'Add' button.

	First Name	Last Name	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input type="checkbox"/>	John	Black	ABC District ABC High School	11	-	12/28/1995	Organization	Learning	504
<input type="checkbox"/>	Lucy	Brown	ABC District ABC Elementary School	5	Yes	01/20/2004	Organization	Visual	
<input type="checkbox"/>	Student	Demo	-	9	-	01/01/2000	Organization	Visual	IEP
<input type="checkbox"/>	Jane	Doe	ABC District ABC Elementary School	6	Yes	11/13/2004	Organization	Learning	IEP
<input type="checkbox"/>	Rosa	ross	ABC District ABC High School	9	Yes	10/11/2000	Organization	Physical	504

- 4) Set a user name and password for your student. User names can be an email, nickname, or student ID and must be unique and a minimum of 6 characters long.
- Tip:** Write down the user name and password on a useful form found in the Bookshare “Help Center” under “Training and Resources > Brochures and How-To Guides.”

Edit user

Account Details

This account information will allow your member to access books.

Name: Student Demo

Birth Date* (MM/DD/YYYY): 01/01/2000

Current Grade: 9

Username: [Redacted]

Password: [Redacted]

District: [Redacted]

School: [Redacted]

Qualifying Information

This form serves as proof of disability in place of sending signed documentation.

Disability*

☒ Visual

☐ Learning

☐ Physical

Plans

☒ User has an IEP

☐ User is 504 Qualified

Save Save & Add Individual Membership Cancel

- 5) Save the student information and repeat these steps for other students.

Step 2 - Assign Books to Students on Shared Reading Lists:

- 1) To provide your student members with easy access to their reading materials, we encourage you to set up Reading Lists or share Reading Lists that you already created.
- 2) To create a new Reading List, go to “My Bookshare.”

Bookshare

Title, author or ISBN

Advanced Search Browse

Is Bookshare For Me? Get Started Get Involved Help Center My Bookshare

My Bookshare

My Bookshare

- My History
- My Reading Lists
- Members
- Sponsors
- Organization Info
- My Requests

My Reading Lists

[12th Grade Lit](#) (Shared) - 12 titles

All books

[1st Grade Reading](#) (Shared) - 8 titles

Create Reading List

- 3) Name the Reading List something meaningful, and ensure the drop down box indicates the Reading List is visible to all reading list members.

The screenshot shows the 'My Bookshare' interface. On the left is a sidebar with links: My History, My Reading Lists, Members, Sponsors, Organization Info, My Requests, Download Reading Tools, and My Account. The main area is titled 'My Reading Lists' and 'Create Reading List'. It includes a note 'Fields marked with * are required.' and three input fields: 'Name *' (a text box), 'Description' (a larger text area), and 'Status' (a dropdown menu currently showing 'Reading List is visible to all Reading List members'). At the bottom are 'Save' and 'Cancel' buttons.

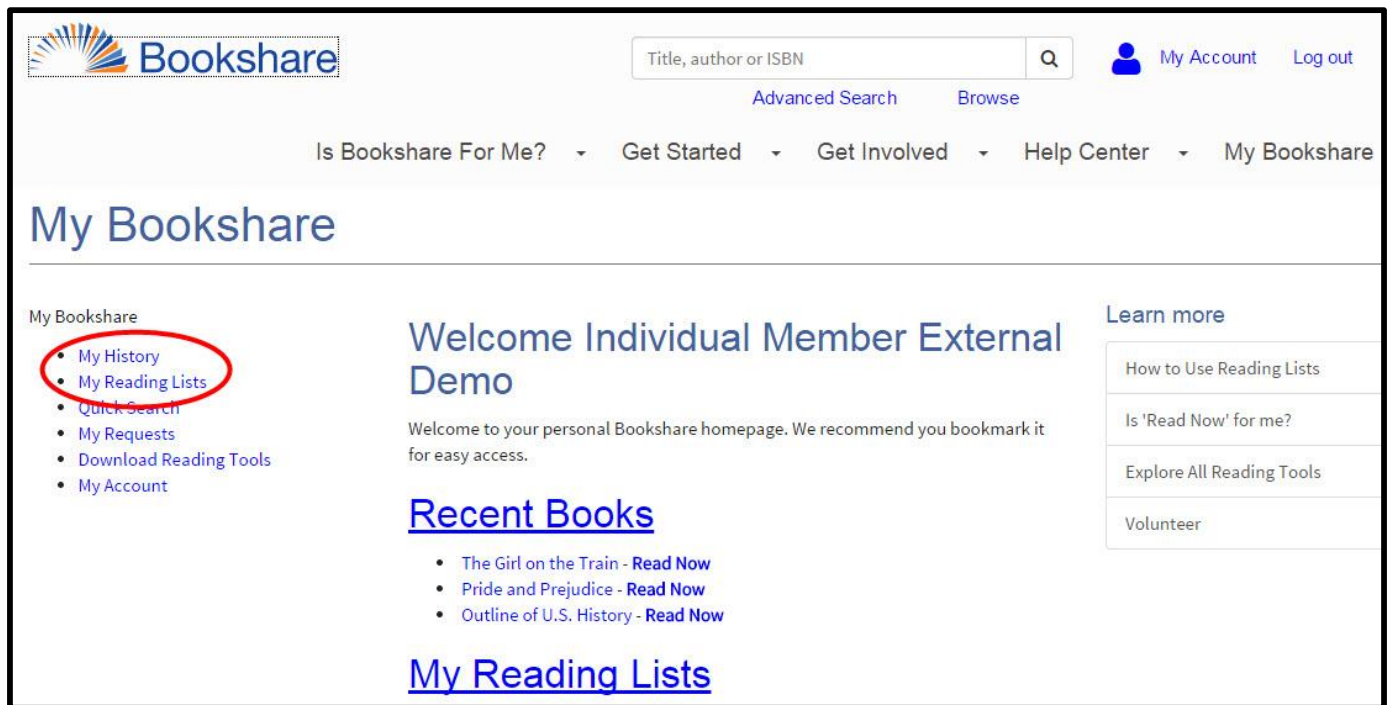
- 4) Select the “Members” link from the top of the Reading List.

The screenshot shows the '1st Grade Reading' Reading List page. It displays the status 'Shared (Visible to all Reading List members)'. Below this are three tabs: 'Titles', 'Members', and 'Activity'. The 'Members' tab is highlighted with a red circle. At the bottom, there are links for 'Table View' and 'List View'.

- 5) Select the “Add Members” button and place a check mark next to the members to whom you wish to assign books.
- 6) Select the “Add selected members” button.
- 7) Assign books to students by searching Bookshare and then selecting “Add to Reading List.”
- 8) Select the newly created Reading List from the drop-down box and select “Add.”

Step 3 - Student Reads Independently with Bookshare Web Reader:

- 1) Log out and let your student log in to Bookshare.
- 2) Select a book from a Reading List (or recent books from My History).
- 3) Select “Read Now.”



For more information and a demonstration, please refer to these video tutorials at <https://www.bookshare.org/cms/help-center/training-and-resources/video-tutorials>:

[“How to Set Up Student Logins”](#)

[“Help Students Read with Bookshare Web Reader”](#)

[“How to Use Bookshare’s Reading Lists”](#)